

**DEPARTMENT OF CONSTRUCTIONS SERVICES
JOB OPPORTUNITY
Processing Technician
Education and Data Management Unit**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current Processing Technician examination list; State employees who currently hold or previously attained permanent status
Location: Middletown
Job Posting No: 7018
Hours: 40 Hours per Week
Salary: CL16 \$42,755 - \$55,910
Closing Date: September 21, 2012

The Department of Construction Services, Office of Education and Data Management, is currently seeking qualified applicants to fill a full-time Processing Technician position. Responsibilities include the total processing service of the continuing education mandate: schedules all instructors and statewide training facilities for seminars and conferences; develops and disseminates training brochures; inputs class offerings into the unit's database; registers students and electronically processes attendance records; processes all phases of credentialing compliance: renews three-year licensure cycles; sends and tracks intent to revoke and decertification letters; maintains results in database and official paper records; establishes and maintains independent external contacts with state agencies, trade associations and responds to external requests for information from code officials and the public; explains credit regulations, policies and procedures; notifies constituents via the list serve and responds to messages in the unit's general mailbox; serves as the communications coordinator for the unit, maintains the webpage. This position works closely with training staff and content experts within the Office.

Preferred Knowledge and Experience

- Independently implementing and maintaining a complex program.
- Microsoft Word, Publisher, Access, Excel and Outlook; DAS Web Management Application; Web-based data entry programs.
- Independently developing and maintaining complex, multi-functional schedules, office-wide work-flow calendars, and production logs for annual reports.
- Interpreting, applying and explaining statutes, regulations, policies and procedures.
- Organizing and implementing all aspects of complex, special events involving multiple constituencies.
- Researching and evaluating database functionality as it relates to business rules.
- Processing purchase requisitions and tracking expenses and overtime.

Eligibility Requirements: Candidates must have applied for and passed the Processing Technician exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Note: Filling this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment (CT-HR-12) http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf to:

**Deborah Hearl
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Hartford, CT 06106
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Confidential Fax: (860) 622-2873 (preferred method of submission)**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.